



Project Specialist

Details

Job ID : 541

Title : Project Specialist

Job Code : 1142

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services
- Court Services - Clerk Services

Purpose

Responsible for projects affecting electronic management systems for the Court of Justice.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 7 Years of Related Experience

Job Required Knowledge

- 7 YEARS RELATED EXPERIENCE MUST BE COURT EXPERIENCE
- 5 YEARS DIRECT EXPERIENCE WITH CURRENT CASE MANAGEMENT SYSTEM (I.E. KY COURTS II) or SYSTEM RELATED TO ELECTRONIC PROJECT
- GENERAL UNDERSTANDING OF COMPLIMENTARY CASE MANAGEMENT SYSTEMS (I.E. COURTNET)
- GENERAL UNDERSTANDING OF NEW ELECTRONIC SYSTEMS OR KNOWLEDGE OF UNDERLYING MANUAL PROCESS THAT ELECTRONIC SYSTEM IS DESIGNED

Job Skills/Abilities

- INTERMEDIATE KNOWLEDGE OF MICROSOFT OFFICE SUITE 2003 OR HIGHER
- EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS
- ABILITY TO TEACH AND PRESENT INFORMATION TO SMALL-TO-LARGE GROUPS
- ABILITY TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- LIAISON WITH KCOJ AND JUSTICE COMMUNITY CASE MANAGEMENT SYSTEMS (CMS) PARTNERS TO FACILITATE COMPLETE AND ACCURATE ELECTRONIC COURT RECORDS (ECR).
- FACILITATE PROCEDURAL CHANGES THAT WILL ENHANCE ECR AS WELL AS CMS
- COORDINATE OR ASSIST OTHER AOC DEPARTMENTS WHEN NEEDED ON PROJECTS THAT HAVE OVERLAPPING BUSINESS PROCESSES
- CONDUCT TESTING SESSIONS TO ENSURE CMS AND ECR MEET STATEWIDE COURT REQUIREMENTS
- COORDINATE CMS PROGRAMMATIC TESTING PROCEDURES TO MEET DEVELOPMENT AND IMPLEMENTATION TIMELINES
- PROMOTE SECURITY OF CMS AND ECR
- TRAIN COURT STAFF IN A CLASSROOM OR WORK SETTING
- PREPARE TRAINING MATERIAL AND ELECTRONIC SYSTEM MANUALS
- REVIEW LEGISLATIVE CHANGES AND ASSIST WITH DEVELOPMENT OF BUSINESS PROCESS OR SOLUTIONS
- ASSESS SCOPE OF PROJECTS TO ASSIST WITH PRIORIZATION AND ALLOCATION OF RESOURCES
- OTHER DUTIES AS ASSIGNED